Center for Educational Performance and Information (CEPI)

Michigan Education Information System (MEIS)

Graduation and Dropout Application

Auditor's Guide

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Table of Contents

Introduction

The Graduation and Dropout (GAD) application provides intermediate school district (ISD) auditors the ability to submit exit status audits prior to rate publication in January of each year. For more information on the audit requirements, please reference the Michigan Department of Education (MDE) Pupil Auditing Manual (http://www.michigan.gov/mde/0,4615,7-140-6530_9091---,00.html). If you have further questions, contact Naomi Krefman (517-335-6858 or krefmanN@michigan.gov) in the MDE Office of Audits.

In October, the auditable graduation and dropout rates are refreshed to aid districts and ISD auditors during the exit status audit window. Exit status corrections not submitted by the end of the Graduation Rate Appeals Window can only be changed through an audit finding, supported with documentation submitted by the district to the ISD. Exit status corrections for students who exited prior to the current school year can only be made by ISD auditors through an audit finding, as these data have been previously audited.

Logging in

To access the GAD Application, go to https://cepi.state.mi.us/GradDrop, or go to http://www.michigan.gov/cepi, click the "CEPI Applications" menu on the left, click the "Graduation and Dropout Information" menu on the left, and then click the "Go to GAD" button.

Type your MEIS username and password, and then click the "Log In" button.

Need a Username and Password?

To become an authorized user of the GAD Application, you must first obtain a MEIS account. If you do not have a MEIS account, click on **Obtaining a MEIS Account** on the GAD login page and follow the on-screen instructions.

Once you have a MEIS account, you must complete and submit a security agreement for the application. The **GAD Security Agreement Form** can also be found on the GAD login page.

If you are replacing an authorized user, you may need to complete and return a MEIS Authorized User Removal Request Form to have that person's permissions to the GAD and any other CEPI applications removed. The form can be found at the following link: http://www.michigan.gov/documents/cepi/CEPI_auth_user_removal_form_409255_7.doc.
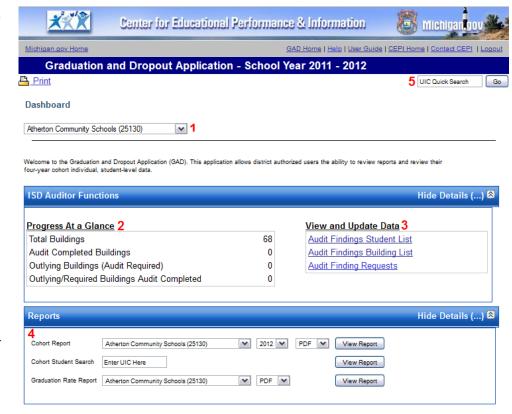
Session Timeout

The login is needed to establish your identity and allow access rights to confidential student data. Please remember that your session is tracked. If your session has been inactive for longer than 15 minutes, the system will automatically end your session and you must log in again. You will be given a warning two minutes prior to timing out.

ISD Auditor Dashboard

After a user has logged in, a screen similar to the following will appear for an ISD auditor. There are several options for users from this screen. See the instructions below for more information about these options.

1. To begin, select a district from the drop-down menu.

2. Progress at a Glance - Provides the total number of buildings that the auditor has access to and the number of buildings completed. The two rows for outlying buildings will always display 0 as the outlier audit has been discontinued.

3. View and Update Data - Contains the following links:
   - Audit Findings Student List - Allows you to submit changes to students' exit codes and exit dates (see page 5 for further instructions)
   - Audit Findings Building List - Allows you to check off the buildings that you have finished auditing (see page 7 for further instructions)
   - Audit Finding Requests - Allows you to view a summary of requests you have submitted (see page 7 for further instructions)
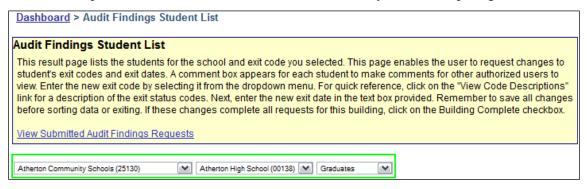
4. Reports - Allows you to view cohort and graduation rate reports for the ISD and districts for which you have permissions.

5. UIC Quick Search - provides quick access to an individual student record. Enter a valid UIC and click **Go**. The Student Data screen will display (screen discussed on page 6).
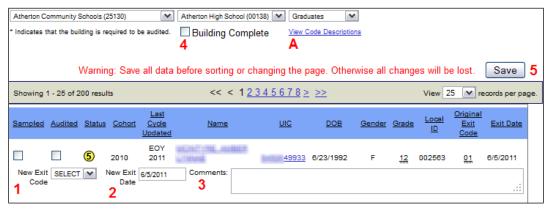
Audit Findings Student List

After the user has clicked on **Audit Findings Student List** from the Dashboard screen, a screen similar to the one below will appear. This page enables the auditor to submit changes to students' exit codes and exit dates. Clicking on the Student Name or UIC hyperlink will provide quick access to an individual student record (see page 6 for more information). To exit this page, click on **Dashboard** at the top.

To begin, select the district, building and exit code from the drop-down menus to view student records. The "Exempt" and "Graduates" options can be used to select students that have any of the exempt or graduate exit codes, respectively.

To enter an audit finding, enter the following for each applicable student:

1. **New Exit Code** (required). For a list of exit code definitions, click on the **View Code Descriptions** link underneath the drop-down menu (A).

2. **New Exit Date** (required when the exit status is not '19'). NOTE: This date must be on or prior to August 31 of the current school year. For students who exit after this date, do not submit an audit finding; the district must report the exit data in the Fall General Collection or SRM Collection.

3. **Comments** (optional).

4. If the changes are complete for the building, check the box next to **Building Complete**.

5. Click the **Save** button. This button is duplicated at the bottom of the screen.

Additional notes:

- Student records can be sorted by any column by simply clicking on the column header.

- Only one audit finding per day per student may be submitted. Once submitted, the New Exit Code, New Exit Date and Comments fields will be greyed out, and the status will change to P (pending) for that student until the following day. If the audit finding was entered in error, another audit finding will need to be entered the following day to make the correction.

- If you are inserting comments for the students you are sampling, but no changes are necessary, only check the "Sampled" box. This will prevent audit findings from being created.

Student Data

This screen displays a detailed summary for a student, and appears upon using the UIC Quick Search feature (discussed on page 4) or upon clicking the Student Name or UIC hyperlink from the Audit Findings Student List screen (discussed on page 5). The rows of data directly below the student name **(A)** represent the current data for the selected student. The historical data **(B)** listed further down the page is a collection of previous data submissions. Hover over any underlined number to see the definition of that code. Here is a breakdown on data not yet mentioned:
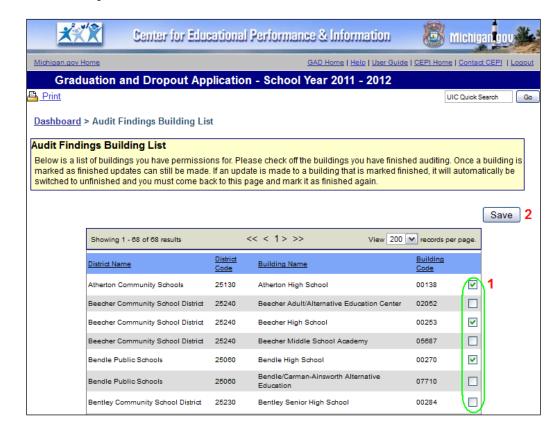
1. Student cohort status

2. Last Cycle - Last MSDS collection cycle submitted for this student

3. Grade - Current grade for this record

4. Age as of Dec. 1 - Age as of December 1 for the most recent collection cycle

JOHN DOE (4444444444)   **1**   Off-Track Continuing
Cohort Year: 2014
Male   **A**
DOB: 1/1/1997
Race/Ethnicity: Unknown
Student ID: 311   **2**   **3**   **4**   **5**

Enroll Date	Exit Status	Exit Date	Last Cycle	Grade	Age as Dec. 1	Student Res.	Expected Grad. Year	Stu. w/Dis	LEP	Migrant	Homeless	Econ.Dis.
9/4/2012	19		GAD 2014	12	17	14	2015	N	N	N	N	N

Historical Data   **B**   **6**

Cycle	District Name	Building Name	Exit Status	Exit Date	Enroll Date	FTE	Grade
Fall 2012	Dowagiac Union School District	Union High School	19		9/4/2012	1.00	11
Spring 2013	Dowagiac Union School District	Union High School	19		9/4/2012	1.00	11
EOY 2013	Dowagiac Union School District	Union High School	19		9/4/2012	1.00	11
Fall 2013	Dowagiac Union School District	Union High School	08	9/2/2013	9/4/2012	0.00	12
GAD 2014	Dowagiac Union School District	Union High School	19		9/4/2012	1.00	11

5. Categorical Eligibility - Yes/No eligibility status for Special Education, Limited English Proficient, Migrant, Homeless and Economically Disadvantaged

6. FTE – Total full-time equivalency reported for the listed collection cycle

Audit Findings Building List

After the user has clicked on **Audit Findings Building List** from the Dashboard screen, a screen similar to the one below will appear. This page enables the auditor to view and check off buildings that have been completed. This step is optional. To exit this page, click on **Dashboard** at the top.

1. Check the box next to the building that you have finished auditing

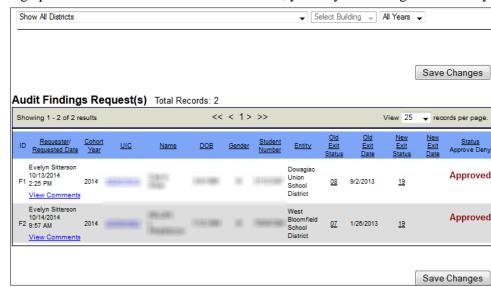2. Click the **Save** button. This button is duplicated at the bottom of the screen.

Audit Finding Requests

This screen enables the auditor to view a summary of requests they have submitted. All Audit Finding Requests submitted will be automatically approved. Depending upon the link selected from the main menu, you may be looking at a summary of all requests, or those from a specified selection. To exit this page, click on **Dashboard** at the top.

1. Select a building and a cohort year from the drop-down menu.

2. To view auditor comments, click the **View Comments** link.

3. Clicking on the UIC hyperlink will allow you to view current and historical data for that student.

Reports

The report section of the site will allow you to create three reports for the districts you are authorized to view. All reports can be generated from the Dashboard screen.

Note: These reports are based on a snapshot of data at a particular point in time described below:

- During the Graduation Rate Appeals window (mid-July thru mid-September), these reports are based on a snapshot as of the EOY General Collection.
- During the Exit Status Audit window (mid-October thru early December), these reports take into account updates made during the Graduation Rate Appeals window.

1. The Cohort Report provides a student-level list for an individual cohort year. Each building appears on a separate page. Students are initially sorted by cohort status and student last name. Select a district, cohort year and desired report format from the drop-down menus and then click **View Report**. This report is best viewed in Excel format.

2. The Cohort Student Search allows you to print an individual student's historical record. Enter a valid UIC and then click **View Report**. The report will open in PDF format.

3. The Graduation Rate Report provides district and building-level 4, 5 and 6 year graduation and dropout rates for the current year. Select a district and desired format from the drop-down menus and then click **View Report**.

Appendix A - Categories of Student Cohort Status

Icon	Cohort Status Categories	Category Definitions
(M)	Missing Expected Record (MER)	**a:** Students who were last reported in the MSDS with a continuing status (exit status code 19), yet were not reported in a subsequent collection. **b:** Students who were last reported as transferring to another district (exit status code 08), yet no other district reported them in a subsequent collection. **c:** Students who were reported as graduating from another district (42), yet no other district reported them as a graduate or completer (01 – 06, 20, 21, 40, 41) in the same collection.
(D)	Dropout	Students who were last reported in the MSDS with exit status codes categorized as "Dropout" for graduation cohort purposes (i.e., exit status codes 07, 10, 11, 13, 16, 17 and 18), and who were not reported as continuing by another district in subsequent collections.
(E)	Exempt	Students who were last reported to MSDS with exit status codes categorized as "Exempt" for graduation cohort purposes (i.e., exit status codes 09, 12, 14 and 15).
(0)	Other Completers:	Students who were last reported in the MSDS with exit status codes categorized as "Other Completers" (i.e., exit status codes 06, 20 and 21) for graduation rate purposes.
(G)	GED Completer:	Students who were last reported in the MSDS with exit status code 05 (GED).
(C)	Off-Track – Continuing	Students who were last reported to MSDS with exit status codes of "Expected to continue in the same school district" (19), yet their expected graduation year is greater than their cohort year.
(C)	On-Track – Continuing	Students who were last reported to MSDS with exit status codes of "Expected to continue in same school district" (19), and their expected graduation year is earlier than or equal to their cohort year.
(G)	On-Track – Graduated	Students who were last reported to MSDS with exit status codes categorized as "Graduated" for graduation cohort purposes (i.e., exit status codes 01, 02, 03 and 04) and their graduation year is less than or equal to their cohort year.
(5)	Off-Track Graduated	Students who were last reported to MSDS with exit status codes categorized as "Graduated" for graduation cohort purposes (i.e., exit status codes 01, 02, 03 and 04) and their graduation year is one year greater than their cohort year.
(+5)	Off-Track (+5 year) – Graduated	Students who were last reported to MSDS with exit status codes categorized as "Graduated" for graduation cohort purposes (i.e., exit status codes 01, 02, 03 and 04) and their graduation year is more than one year greater than their cohort year.

Appendix B – Exit Status to Cohort Status Crosswalk

To calculate the cohort status, CEPI staff consider grade and exit status. Below is a chart of the exit status code definitions.

Exit Code	Exit Status Code Definition	Cohort Status Category*
01	Graduated from general education with a diploma	Graduated
02	Graduated from general education with diploma and applied to a degree-granting college/university	Graduated
03	Graduated from an alternative program with a diploma	Graduated
04	Graduated from general education and applied to a non-degree-granting institution	Graduated
05	Completed general education with an equivalency certificate (GED)	GED Completer
06	Completed general education with other certificate (e.g., certificate of attendance, district competency test)	Other Completers
07	Dropped out of school	Dropout
08	Enrolled in another district in Michigan	If not located in other district, Dropout; if located, apply exit code of other district
09	Moved out of state	Exempt
10	Expelled from the school district (no further services)	Dropout
11	Enlisted in military or Job Corps	Dropout
12	Deceased	Exempt
13	Incarcerated	If not located or not receiving services to be on track for a diploma, Dropout
14	Enrolled in home school. May also be used for students who withdraw from a district to attend an **out-of-state** cyber school or virtual school.	Exempt
15	Enrolled in nonpublic school. May also be used for students who withdraw from a district to attend a nonpublic **in-state** cyber school or virtual school.	Exempt
16	Unknown	Dropout
17	Placed in a recovery or rehabilitative program	Dropout
18	Left adult education	Dropout
19	Expected to continue in the same school district	On-Track or Off-Track Continuing, depending on expected graduation year
20	Received special education certificate of completion and exited the kindergarten through 12th-grade (K-12) system	Other Completers
21	Special education - Reached maximum age and exited the K-12 system	Other Completers
40	Graduated from a middle college with both a high school diploma and an associate degree or other advanced certificate	Graduated

41	Graduated from a middle college with only a high school diploma	Graduated
42	Graduated from another district.	If not located in other district, Dropout; if located, apply exit code of other district

* All students in the cohort are searched for in subsequent collections, in other locations, despite their exit statuses. Only the final disposition counts towards cohort status.

Appendix C – Residency Codes

Non-resident:
01 Non-K-12 district
02 Section 105 school of choice (within same ISD)
03 Section 105c school of choice (outside contiguous ISD)
04 Nonpublic school student
05 No cooperative agreement, no release, not exempted
06 All other non-resident students
07 Home schooled non-resident

Resident:
08 Nonpublic school student
09 Section 24 juvenile detention facility
10 For new PSAs (fall only)
11 School for the deaf/blind
12 Section 6(4)(d) non-special education juvenile detention
13 Emotionally impaired special education students served by DCH facility
14 All other resident students
15 Home-schooled resident

Appendix D – Acceptable Exit Status Documentation

Exit Status	Definition	Allowable Documentation
01, 02, 03, 04, 05, 06, 20, 21, 40, 41	Graduated or completed	• Official transcript or diploma. • Official alpha list of graduates/completers from the student management software, which includes pupil's name, UIC, date of birth and MSDS completion status; sorted by building, then by completion status, then by pupil's last name.
09	Moved out of state	• Request for student records from a receiving public or private high school or an educational program (that culminates in a regular high school diploma). • Written record of a response from an official in the receiving school or program acknowledging the student's enrollment. • For migrant pupils, documentation of student's out of state enrollment in the federal Migrant Student Information Exchange (MSIX). • Note: The USED has ruled that a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer. The one exception is that if a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student's file.
12	Deceased	• Confirmation from student management software that student is listed as deceased in the software. • Obituary, other newspaper article. • Program from the funeral/memorial service. • Written statement from the parent or guardian. • Death certificate.
14	Enrolled in home school	• Written parental statement. • Pupil withdrawal form signed by the parent/guardian or qualified student indicating pupil is being home schooled. • Parental record request confirming pupil is homeschooled. • Statement by attendance officer (truancy officer) verifying that compulsory attendance requirements are met. • Note: The USED has ruled that a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer.
15	Enrolled in nonpublic school	• Request for student records from a receiving public or private high school of an educational program (that culminates in a regular high school diploma). • Written record of a response from an official in the receiving school or program acknowledging the student's enrollment. • Note: The USED has ruled that a conversation with a parent or neighbor of a student, for instance, is NOT considered official written documentation of a transfer.